

## Policy Letter TABLE OF CONTENT

<u>POLICY LETTER</u>	<u>PAGE</u>
Annual Notice of Right to Request Union Representation	3
Closure of Clinics	4
Complaint Procedure	5
Crime Prevention	7
DENTAC Information System Security	8
Disabled Personnel Program	9
Dishonored Checks	10
Disposition of Dental Records in Conjunction with TDY/Deployment	11
Equal Opportunity	12
Federal Equal Employment Opportunity Recruitment Program Policy	13
Flying Restrictions Policy	14
Fort Carson DENTAC Civilian Counsel	16
Fort Carson DENTAC Hiring Board	17
Frauds, Waste and Abuse-Disciplinary Measures	18
Government Property Accountability	19
Hazardous Assessment of the Workplace	20
Implant Selection and Purchasing	21
Leaves and Passes	22
Mandatory Hepatitis B Immunization Policy	24
Occupational Radiation Exposure,Maintained as Low as Reasonably Achievable (ALARA)	25
Off-Duty Employment	26
Open Door Policy	27

Patient Courtesy	28
Permissive Temporary Duty (TDY)	29
Personnel Moonlighting in Ionizing Radiation Areas	30
Physical Fitness for Service Schools	31
Policy Regarding Reporting of Incidents and Other Sensitive Matter To Higher Headquarters	32
Post Closure Due to Inclement Weather	33
Pregnant Radiation Workers Utilization	34
Prevention of Alcohol and Illicit Drug Related Incidents	35
Registration and Voting - Excused Absences	36
Safety, Accident and Fire Prevention	37
Sexual Harassment	38
Sponsorship	40
U.S. Army Medical Command Equality Employment Opportunity Pre-complaint Resolution Program (MEPRP) Policy	41
Unauthorized Commitments	42
Unit Smoking Policy	43
USA DENTAC Reenlistment Educational Incentive Program	44
Weight Control Policy	51

ALL OF THE ABOVE REQUIRES THE COMMANDER'S SIGNATURE

MCBE

6 July 2000

MEMORANDUM FOR

All Supervisors of Civilian Employees - USA DENTAC Fort Carson  
All Civilian Employees - USA DENTAC Fort Carson

SUBJECT: Commander's Policy Letter - Annual Notice of Right to  
Request Union Representation

1. All employees are represented by an Exclusive Union in Bargaining at the U.S. Army Dental Activity Fort Carson.
2. The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at any investigation if the employee believes the examination may result in disciplinary action.
3. Title 5 USC 7114(a) of the Civil Service Reform Act of 1978 states that:  
  
"An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at ...  
  
(b) any examination of an employee in the unit by a representative of the agency in connection with an investigation if  
  
(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and  
  
(ii) the employee requests representation."  
  
4. Therefore, as required by Title 5 USC 7114(a)(3), you are hereby given annual notice of the right set forth in this provision.
5. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Closure of Clinics

1. No individual within this DENTAC has the authority/approval to close any or all of the dental clinics for any time without the approval of the DENTAC Commander.
2. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Complaint Procedure

1. Discrimination or improper sexual treatment, real or perceived, is a problem to the complaint and threatens unit readiness. Soldiers and their family members assigned to Fort Carson have the right to register complaints without fear of intimidation, reprisal or harassment.

2. Complainants should bring concerns and complaints to the chain of command. If a soldier or family member should feel uncomfortable dealing with the chain of command, other channels are available such as the Inspector General, Equal Opportunity (military), Equal Employment Opportunity (Federal employees), Chaplain, Provost Marshal/Criminal Investigation Command, Medical agencies, and the Staff Judge Advocate.

3. Complainants can choose from two types of complaint resolution. With either type, complainants should bring forward complaints within 60 days of the incident. If a longer time has elapsed, the Commander can choose to waive this requirement.

a. Formal - With the assistance of an EOA, complainants provide details on an allegation and swear that the details provided are true to the best of their knowledge. These complaints are tracked and reported to higher headquarters. The EO Office has three (3) days of receipt to refer to proper authority. Once received, the commander has 14 days to conduct an inquiry or investigation and provide written feedback to the complainant. The complainant has seven (7) days to appeal results to the next higher level of command up to the Installation Commander.

MCBE

SUBJECT: Commander's Policy Letter - Complaint Procedure

b. Informal - With or without the assistance of an EOA, complainants convey their concerns to the perpetrator, other unit member, or the chain of command with no written documentation. Informal complaints are not subject to timeliness and are not reportable. However, the chain of command is highly encouraged to solve complaints brought to their attention as quickly as possible. Complainants are encouraged to exhaust the informal process before utilizing the formal procedure.

4. All soldiers and family members can rest assured that all equal opportunity complaints are taken very seriously. Once a complaint is brought to the attention of the proper authority, it will be processed in accordance with Chapter 6, paragraph 8 of AR 600-20. Our goal is to resolve complaints at the lowest level. If not resolved at the lowest level, the complaint will be forwarded to the proper agency for adjudication.

5. The POC for this action is the undersigned, extension 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Crime Prevention

1. Reference AR 190-31, Army Crime Prevention Program
2. A safe, crime and threat free environment in which to provide the best dental care possible is of the utmost concern to each of us. A crime free environment improves the morale of all personnel, conserves scarce resources during a period of rising costs and reductions in funding, and allows us the freedom to perform our mission more effectively. Army Regulation 190-31 outlines the criteria for an effective program.
3. It is the policy of this DENTAC to provide a crime free environment for all personnel assigned/attached and all patients receiving care.
4. I am of the opinion that it is the individual responsibility of each member of the DENTAC, supervisors and employees/soldiers alike, to take an active and personal interest in crime prevention. Only through a consolidated effort by all personnel will our crime prevention efforts be successful.
5. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - DENTAC Information System Security

1. Medical/dental and personal information about patients is highly sensitive in nature and is protected from unauthorized access, use and disclosure by the Privacy Act of 1974. This applies to traditional hard copy records/information as well as information stored in automated systems such as computers.

2. Automated system access codes/passwords constitute a legal electronic signature and as such confer legal liability to the individual to whom they are assigned. The unauthorized access, use or disclosure of patient information or the misuse of access codes/passwords are serious offenses and will result in administrative disciplinary action, punishment under the UCMJ, civil liability or criminal prosecution. All violations concerning confidentiality of patient information and unauthorized access to automated systems will be vigorously pursued by the DENTAC in accordance with the applicable Privacy Act and automation security regulations.

3. Access codes/passwords are unique and are assigned to one individual only. The assigned individual is responsible for the security and use of their access codes/passwords. Automated system access codes/passwords are not to be given or loaned to anyone under any circumstances. Individuals assigned an automated system access code/password are only authorized access to information for which they have a need to know in the performance of their duties. Random browsing of information/files is an unauthorized activity. All suspected compromises of access codes/passwords or unauthorized activity must be reported to your Terminal Area Security Officer (TASO).

4. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding



MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC Personnel

SUBJECT: Commander's Policy Letter - Disabled Personnel Program

1. An integral part of the Equal Employment Opportunity Program is the employment and advancement of disabled individuals and disabled veterans. Every manager and supervisor has the responsibility to ensure that qualified disabled individuals and disabled veterans have the opportunity to be hired, placed, and advanced in federal employment.
2. I will ensure that the resources necessary to achieve the goal are made available and are used efficiently. I expect the full support of all managers and supervisors in making equal employment opportunity for disabled individuals and disabled veterans a reality for the Fort Carson Dental Activity.
3. As the Commander of the Fort Carson Dental Activity, I support the Department of the Army's policy of Equal Employment and Affirmative Action. The Department of the Army is committed to attaining equal employment opportunity for all employees and applicants for employment.
4. A copy of this memorandum will be permanently displayed on all official bulletin boards in this DENTAC. Managers will ensure all employees and soldiers are informed of this policy.
5. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All Military Personnel, Fort Carson Dental  
Activity

SUBJECT: Commander's Policy Letter - Dishonored Checks

1. Information concerning all dishonored checks are forwarded to Headquarters, USA DENTAC indicating name, Social Security Number, place cashed and amount of the check.
2. It is the Commander's responsibility to ensure that soldiers whose names are reflected on this listing expeditiously obtain an overstamped ID card restricting this privilege and make restitution for the returned check(s). This restriction may present an individual hardship.
3. Recommendations and admonitions to members of this command are that individuals should act responsibly, keep an accurate running account of their checkbook balance, and only cash checks for less than the available balance shown. Also, do not "float" a check just prior to payday in the hopes that your paycheck will be at the bank prior to the written check arriving. In this day of electronic accounting, checks clear the bank rapidly.
4. Dishonored checks bring adverse recognition to our unit. Continued abuse in this area will not be tolerated.
5. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All Military Personnel, Fort Carson Dental Activity

SUBJECT: Commander's Policy Letter - Disposition of Dental Records in Conjunction with TDY/Deployment

1. Per guidance from DENCOM and OTSG, dental records will not be released to individuals with TDY orders, regardless of what duration of their TDY. Duplicate records may be prepared and given to the soldier at his/her request.
2. For unit deployments, the dental records of the unit concerned will be transferred to 4<sup>th</sup> PSC upon deployment for a period of up to 180 days. Should deployment extend past 180 days, the records will be forwarded IAW AR 600-8-101, dated 26 February 1993.
3. The POC for this action is the DENTAC Executive Officer, 1LT(P) William A. Tudor, ext. 6-2006/6-2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Equal Opportunity

1. Equal Opportunity is the commander's program and responsibility. Discrimination based on race, color, religion, gender, or national origin cannot and will not be tolerated within this command. All Fort Carson personnel must be committed to treating each other with dignity and respect.
2. Personnel actions at Fort Carson, both favorable and unfavorable, are to be based upon an individual's merit, fitness, ability, and potential. The individual's race, color, religion, gender, or national origin is immaterial and is not to be considered in any personnel actions.
3. It is the responsibility of every leader and soldier in their command to recognize discrimination, examine all suspected or actual violations, and take swift, fair, and effective action.
4. Equal Opportunity in the Army is adversely affected by the activities of extremist organizations. Participation in extremist groups is incompatible with the responsibilities of military service. Active participation by soldiers is prohibited. Passive activities, although strongly discouraged, are not prohibited by current Army policy.
5. Soldiers, their family members and civilian employees who feel they have been discriminated against are strongly encouraged to use the chain of command, the Equal Opportunity Office, the Inspector General, the Staff Judge Advocate, or the Equal Employment Opportunity Office for redress of complaints or grievances.
6. Individuals will not be intimidated, harassed, or retaliated against for exercising their lawful rights to address their equal opportunity concerns.
7. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Federal Equal Employment Opportunity (EEO) Recruitment Program Policy Statement

1. As the Commander of the Fort Carson Dental Activity, I support the Department of the Army's policy of Equal Employment Opportunity (EEO) and the Affirmative Employment Program Plan. The Department of the Army is committed to achieving full integration through the civilian work force applicants. I require that all civilian and military under my command share in this commitment.
2. The Amendment to the Civil Service Reform Act of 1978 established the Federal Equal Opportunity Recruitment Program (FEORP). This is a recruitment program aimed at increasing representation of minorities and women in under represented occupations. By increasing the number of these under represented groups as applicants, under representation should decrease or be eliminated.
3. It is my policy to support the concept of affirmative recruitment to increase the number of minorities and women applicants for positions where under representation exists.
4. A copy of this memorandum will be permanently displayed on all official bulletin boards accessible to all soldiers and civilian employees of this DENTAC.
5. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MEMORANDUM FOR All Members of the Fort Carson Dental Activity (DENTAC)

SUBJECT: Commander's Policy Letter - Flying Restrictions Policy

1. Purpose: To establish, consolidate and clarify correct procedures for dealing with dental patients on flying status treated by the Fort Carson DENTAC.

2. References: AR 40-501 Standards of Medical Fitness, DA Form 4186 Medical Recommendation For Flying Duty, DD Form 689 Individual Sick Slip.

3. Definition: Temporary flying restrictions are those which dental officers will most frequently be dealing with. These restrictions result from involvement of flying status personnel with three broad areas:

- a. Medications associated with dental care.
- b. Dental care/conditions.
- c. Dental classifications.

4. Dental patients on flying status are categorized for the purpose of this policy below. The appropriate disposition for each category is indicated:

a. Category 1: Flying status personnel receiving minor dental treatment requiring NO local anesthesia or other systemic medication. DISPOSITION: No administrative action required. (Examples of Category 1 treatment - Examination, impressions, radiographs, small restorations, sealants, prophylaxis).

b. Category 2: Flying status personnel receiving minor dental procedures requiring only short-acting local anesthesia (e.g. Lidocaine, Mepivacaine) resulting in no adverse systemic effects. (Examples of Category 2 treatment - routine operative, noncomplex endodontics, scaling and root planing) DISPOSITION: Prepare a DD Form 689 Individual Sick Slip (See attached example) reminding the patient that he/she is grounded for six hours. The flying status patient is then returned to flying status without the actions of a flight surgeon. Annotation on the SF 603 is required indicating that appropriate instructions were given to the patient.

c. Category 3: Flying status personnel receiving complex dental procedures and systemic medication requiring post treatment recovery or having adverse sequelae to treatment. (Examples of Category 3 treatment - extractions, surgical endodontics, I & Ds, perio surgery, emergency treatment, syncope) DISPOSITION: Complete a DA Form 4186, Medical Recommendation for Flying Duty. This form should be forwarded to the patient's TMC for action and distribution by the patient's Flight Surgeon. Recommendation of Duty Not Involving Flying (DNIF) requires that a follow-up DA form 4186 be completed recommending Full Flying Duties (FFD). (See attached examples.)

4. Medications used to treat flying status personnel are generally grounds for issuing a DA Form 4186 and recommendation for DNIF. Recommendations for FFD following a course of medication should be evaluated based upon the specific medication.

MCBE

SUBJECT: Commander's Policy Letter - Flying Restrictions Policy

5. Medication waivers should be coordinated through the Flight Surgeon's office. Most medications are cause for aviation personnel to be temporarily disqualified from flying duties. Chronic use medications may permanently disqualify the aviator or may be permitted by obtaining a "waiver" which is granted by the Aeromedical Consultation Advisory Panel (ACAP). Waivers are obtained by submission of an aeromedical summary by the Flight Surgeon and are granted based upon the findings of the ACAP.

6. The aeromedical disposition can also be affected by the Dental Fitness Classification of flying status personnel as follows:

a. Dental Fitness Class 1 is fully qualified for all aviation related duties.

b. Dental Fitness Class 2 may be recommended for full aviation duties unless temporary medical suspension is indicated for dental treatment requiring grounding medications (see Medications APC).

c. Dental Fitness Class 3 or 4 is considered disqualifying until the dental examination and treatment is complete and dental panograph is updated IAW AR 40-35.

7. The patient's Flight Surgeon should be contacted if there are any questions concerning the flying status of the patient.

8. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter -- Ft. Carson DENTAC Civilian Counsel

1. Recognizing that government service civilian employees of the DENTAC need a forum to discuss specific, civilian personnel issues, this DENTAC is establishing a Civilian Employee Counsel.
2. The counsel will consist of elective representatives from each clinic. The number of representative will be as follows:
  - a. Dental Clinic #1 - 2 representatives
  - b. Larson Dental Clinic - 2 representatives
  - c. Smith Dental Clinic - 2 representatives
  - d. Hospital Dental Clinic - 1 representative
  - e. DENTAC Headquarters - 1 representative
3. The purpose of the counsel is several:
  - a. Provide accurate, timely employment information to employees.
  - b. Provide the Commander and Executive Officer a method to become more knowledgeable about civilian employment in the DENTAC.
  - c. Disseminate civilian personnel information to each clinic through civilian employment representatives.
  - d. Provide an educational forum for both the DENTAC and Civilian Personnel Advisory Center (CPAC).
4. Meetings will be held monthly, or at the call of either the Commander or employee representatives. Scheduling will be primarily on Thursdays during administrative time.
5. Elected representatives are encouraged to bring civilian personnel issues to the attention of the Commander and Executive Officer.
6. The POC for this action is the undersigned, ext. 2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding



MCBE

19 December 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Fort Carson DENTAC Hiring Board

1. The purpose of the Fort Carson DENTAC Hiring Board is to review applicant qualifications, interview candidates, and to select the best candidate(s) for positions within the DENTAC.
2. The board president will be the Executive Officer. Board membership will consist of the Officer(s)-In-Charge (OIC) of the clinic(s) with the vacant position and the Non-Commissioned Officer-In-Charge (NCOIC) from each of the four dental clinics and the Senior Dental Non-Commissioned Officer (NCO). The Executive Officer will be a non-voting member unless a tie vote needs to be broken. The DENTAC Commander's Secretary will provide administrative support. The secretary will prepare a copy of each candidate's package for review by each member of the board.
3. In order to convene, a quorum of the voting membership must be present. In the event that a board member leaves DENTAC, the board will make recommendations to the Commander and he will appoint a new member. The board membership will always contain at least one member from each clinic. In case of an absence of the NCOIC, the acting NCOIC may sit in his/her place.
4. Each candidate will be asked a series of questions at the interview. These questions shall be the same for every candidate applying for that position. A score sheet will be developed that outlines objective metrics in which to rate each candidate's qualifications for the position.
5. Board meetings will be held at the discretion of the DENTAC Commander.
6. The POC for this action is the CPT William A. Tudor, ext. 6-9190.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Fraud, Waste and Abuse-Disciplinary Measures

1. It is essential that strong and effective measures be applied consistent with applicable laws and regulations, to those individuals who are found to have engaged in theft, fraud, or other intentionally dishonest conduct against the U.S. Army.
2. Service members who engage in this type of misconduct are already subject to punishment under applicable provision of the Uniformed Code of Military Justice and to adverse personnel actions.
3. Effective with the promulgation of Army Regulation 690-700, Chapter 751, it is the policy of the Army that any civilian employee found to have engaged in theft, fraud, or other intentionally dishonest conduct against the Army will be considered for removal from federal service. Any lesser penalty will require justifiable mitigating circumstances. It is the duty of all supervisors to ensure this policy is implemented.
4. This strong disciplinary posture is a necessary element in the Army's campaign against fraud, waste, and abuse. The vast majority of our civilian employees and soldiers are honest, hard working, and fully aware of their fiduciary responsibilities to the public. We must assure they are not required to tolerate or work with those who have not lived up this public trust.
5. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Government Property Accountability

1. References:

- a. AR 40-61
- b. AR 735-5
- c. AR 710-2

2. Government property is defined as all capital equipment, other non-consumable and consumable supplies acquired by the Army, from whatever source, whether paid for or not. Government property located at any Fort Carson Dental Activity facility will be accounted for in accordance with the referenced regulations. All capital equipment located at those facilities will be listed on a hand receipt maintained by the clinic exercising control over the property. A responsible individual shall be assigned as the Hand Receipt Holder for the clinic.

3. Hand Receipt Holders will physically inventory their property annually and hand receipts will be updated at least semi-annually. Discrepancies will be noted and documented within five (5) calendar days of discovery. Other inventories and actions will be taken by the Hand Receipt Holder as required by the referenced regulations and as determined by the individual situation.

4. Supervisory responsibility is inherent in all supervisory positions and is not contingent upon signed receipts or orders. Supervisory responsibility is based upon the relationship between a person and the property in the possession of individuals supervised by that person. Supervisors at all levels are required to ensure the proper use and maintenance of the equipment used by their subordinates. They must maintain a physical and psychological environment that encourages the proper use and care of government property.

5. Government property will not be removed from the DENTAC without the prior knowledge of the Hand Receipt Holder and the DENTAC Property Book Officer.

6. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MCBE

2 March 2001

MEMORANDUM FOR RECORD

SUBJECT: HAZARDOUS ASSESSMENT OF THE WORKPLACE

1. Infection control risk assessment has been done at Fort Carson DENTAC. All employees have been classified as Risk Category I, II, or III.
2. A hazardous communications (HAZCOM) inspection was done on all clinics in the Fort Carson DENTAC. Fort Carson DENTAC is in overall compliance with HAZCOM requirements and guidelines, minimizing the risk of hazardous chemical exposure to DENTAC personnel. Employees have been trained in use of personal protective equipment required by the assessment. This training occurred in unit meetings (when Infection Control and HAZCOM were taught), in clinic meetings when dental products (chemicals) were discussed and during on-the-spot training.
3. Safety inspections are ongoing with the Executive Officer functioning as the DENTAC Safety Officer.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC EMPLOYEES

SUBJECT: Commander's Policy Letter -- Implant Selection and Purchasing

1. The implant board is responsible for total patient care in regard to the placement of intraosseous implants. This includes patient selection, surgical and prosthetic treatment, maintenance care, and the purchasing and maintaining of implant equipment and supplies.
2. To ensure that all cases are managed efficiently, and that all items in the implant system are readily available, recommendations for implant purchases will rest with the committee.
3. When the implant committee agrees to place an implant or implants for a patient, that decision will trigger the purchase(s) of the complete implant system for that patient. The restoring dentist will hold the prosthetic components of the implant system during the healing process.
4. The intent of this policy is to ensure that the proper implant components are available for the complete implant restoration of the patient. It will also align the purchase of implant supplies with the patient's generated need, reducing excess inventory.
5. A small inventory of implant system components will be maintained by the oral surgery and prosthodontic staffs allowing for contingencies that arise during treatment.
6. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

6 July 2000

MEMORANDUM FOR ALL DENTAC MILITARY PERSONNEL

SUBJECT: Commander's Policy Letter - Leaves and Passes

1. PURPOSE: To set forth procedures governing leaves and passes for personnel assigned or attached to the USA DENTAC, Fort Carson, CO.
2. APPLICABILITY: This is applicable to all military personnel assigned or attached to the USA DENTAC.
3. REFERENCES:
  - a. AR 600-8-10: Leaves and Passes
  - b. DAM Pam 600-8: Management and Administrative Procedures
4. POLICIES:
  - a. The U.S. Army policy to leaves is set forth in AR 600-8-10. Frequent utilization of leaves is encouraged since it is beneficial to health and morale which is essential to the maintenance of maximum efficiency in the performance of assigned military duties.
  - b. Specific policies with respect to granting leaves and passes for military personnel are defined in AR 600-8-10.
  - c. All leaves will be submitted through the soldier's immediate supervisor to the DENTAC Headquarters on a DA Form 31. Leaves must be submitted 30 days prior to departure. However, the Commander does reserve the right to revoke any leave or recall a soldier from leave in the event there is a change in mission priorities.
    - (1) Ordinary Leave is chargeable, and a soldier may take up to 30 days of leave a year. If a soldier works over one-half of the normally scheduled working hours on the day of his or her departure or return, that day is not a chargeable leave day. (Soldier's Commander may authorize early departure or late arrival.) If he or she returns on a normally scheduled non-duty day, that day is not chargeable to leave. Soldier can call in to sign in and out on leave (soldier must be in the area when calling and must call (719) 526-2740 to sign in and/or off of leave).
    - (2) Permanent Change of Station (PCS) Leave is chargeable, and a soldier may take 30 or more days if accrued leave is compatible with days requested. The leave days must take the soldier up to reporting date on PCS orders. Soldier must physically come into the PAC to sign out on PCS leave.

MCBE

SUBJECT: Commander's Policy Letter - Leaves and Passes

(3) Emergency Leave is chargeable when at a CONUS duty station, and non-chargeable when at an OCONCUS duty station. A soldier may request emergency leave with an American Red Cross verification.

(4) Terminal Leave is chargeable and soldiers are authorized this leave when End of Time at Station (ETS) or retiring from the Army. Leave will not be granted if it exceeds that of accrued leave at the time of transition.

(5) Permissive TDY is non-chargeable and can be used for house hunting, to attend civilian education programs sanctioned by HQDA, to perform state jury service, to attend meetings of associations, leagues, or councils, and for career management. It can be granted in conjunction with PCS leave for 10 days or separately upon receipt of PCS orders. It can also be granted in conjunction with Terminal Leave for up to 20 days with the approval of the DENTAC Commander

d. Regular Passes may be granted up to 72 hours. Passes are not to be taken in conjunction with leave, if circumstances arise where you need more days than the pass is allowed then all the days including the pass will be charged as leave.

e. Special Passes consist of three or four days. A three-day pass must include one duty day. It must begin at the end of normal duty hours and end at the start of normal duty hours. A four-day pass must include two consecutive non-duty days; for example, Thursday through Sunday or Saturday through Tuesday. A special pass is authorized with TDY.

f. Compensatory Time: The clinic OIC or NCOIC may authorize compensatory time for individual(s) assigned to their clinics. Compensatory time will not exceed more than one day off. It will not be held and used in conjunction with leaves, passes or scheduled time off in order to extend the number of days off.

5. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All Active Duty Members of the Fort Carson DENTAC

SUBJECT: Commander's Policy Letter - Mandatory Hepatitis B  
Immunization Policy

1. I endorse fully the Hepatitis B Immunization Policy of the Surgeon General, U.S. Army. This policy's goal is to have all AMEDD personnel protected against the danger of the Hepatitis B virus (HBV).

2. The newly created recombinant HBV vaccine is being used to replace the plasma derived vaccine. The U.S. Army has procured the vaccine to ensure the safety of all individuals who might fall into the high risk category.

3. All individuals who have documentation of at least three intramuscular doses of the HBV vaccine or prior evidence of a naturally acquired immunity will be exempted from the program. Those who received the HBV series intradermally will receive the single intramuscular dose as a booster. Those who have begun the intradermal series will finish the series with intramuscular doses.

4. As you are all probably aware, the HBV has been far more injurious to the dental health profession than the Human Immunodeficiency Virus and yet there are many individuals who have not yet been immunized. Only those individuals with medical contra-indications should consider not participating. Be that as it may, the Surgeon General has not allowed us freedom of choice in this matter. All members of the DENTAC will participate in this program.

5. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. McGOWAN  
COL,DC  
Commanding



MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Occupational Radiation Exposure,  
Maintaining as Low as Reasonably Achievable (ALARA)

1. The Fort Carson DENTAC is committed to fostering work ethics which are in accordance with the DENTAC Radiation Protection Program (RPP) and governed by the ALARA concept. Each DENTAC element has the responsibility to ensure a conscientious effort is made to demonstrate this policy when performing assigned duties.

2. The following areas will be reviewed annually to determine RPP compliance with assistance of the Radiation Protection Officer:

a. Standard Operating Procedures pertaining or related to the DENTAC RPP.

b. Radiation Protection Program surveys:

(1) Ensure discrepancies are corrected in accordance with survey recommendations.

(2) Ensure documentation of corrective action(s) taken.

c. Occupational Ionizing Radiation Exposure Records, for determining compliance of AR 40-14c, and maintaining individual exposure doses ALARA.

d. Equipment and facility modifications that may reduce occupational radiation exposure, unless the cost is considered unjustified. Justification must be available for review.

e. Established controlled area that informs personnel of the presence of radiation producing material or equipment.

f. Instructing personnel who work in radiation controlled areas of the potential biological risks associated with the job.

3. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Off-Duty Employment

1. In accordance with HSC Regulation 600-3, dated 5 Dec 90 and HSDS Memo, dated 21 Nov 91, Subject: Off-Duty Employment, all military and full-time (40 hours per week) privileged health care providers, nurses and dental hygienists are prohibited from engaging in off-duty employment without their Commander's approval and are required to provide yearly statements in order to verify current off-duty employment status. All military and civilian personnel are required to complete and sign a memo acknowledging their understanding of this command's off-duty employment policies and fulfill their yearly statement requirement. Negative replies are mandatory.
2. All military and civilian personnel who are engaged or would like to engage in medically related off-duty employment are required to complete the application for Request for Off-Duty Employment for Remuneration of Professional Employment. ALL applicants will be advised of the Commander's decision within 10 working days of application.
3. All military and civilian personnel who are engaged or would like to engage in other than medically related off-duty employment must complete and turn-in their application for Request for Off-Duty Employment for Remuneration. All applicants will be advised of the Commander's decision within 10 working days of application.
4. All DENTAC personnel working off-duty employment are required to have their off-duty employers complete and return the required Off-Duty Employer's Acknowledgement Letter.
5. Monthly reports of hours worked on off-duty employment are required to be turned-in to DENTAC Headquarters NLT COB on the 1st duty day of each month.
6. The Commander should be contacted for information and advice. Each NCOIC will retain copies of HSC Reg 600-3 for query and review by clinic personnel.
7. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Open Door Policy

1. As the Commander of this Dental Activity, I want to ensure that you have free and open access to me should you have a complaint or need advice.
2. As a rule, I ask that you discuss your concerns with your chain of command and seek a solution at the lowest level. However, if you feel that the chain of command is not responsive or has not found an acceptable solution, then feel free to contact me at ext. 6-2006/6-2877 for an appointment.
3. Please provide me the topic for discussion in advance unless it is of a personal nature and you do not want to provide it telephonically. I want to be able to research any concerns you have so we can spend our time together productively. If your concern is of a personal nature, no one will question you further when making the appointment.
4. Every effort will be made to see you as soon as possible.
5. You may also want to drop me a note with your concern in a sealed envelope marked "Personal for COL MICHAEL J. McGOWAN". This note may be used anytime for any reason and will be held confidential. I will call you back or respond in writing expeditiously with an answer.
6. I will not allow anyone to discourage or deny you the right to utilize my open door policy.
7. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Patient Courtesy

1. Our patients are the reason we exist in the Army and receive a paycheck. Each of our patients come to us with their own particular needs and they depart our facilities with very distinctive impressions of the quality of the care they received. Their impressions are not only based on clinical outcomes but also on the manner in which they are treated by our staff.

2. Several actions on our part can, and will, improve our relations with the public we serve.

a. **Name and Title Recognition.** All active duty and retired persons will be addressed by their rank and name. Family members will likewise be addressed by their appropriate titles. Being addressed by only last name is insensitive and rude.

b. **Smiles.** This simple gesture can reduce, or eliminate, anxiety and frustration. Dentistry is a stressful situation for almost all patients. Every person associated with health care must at all times try and eliminate any action, word, or deed which might add to this stress.

c. **Eye Contact.** Visual communications are direct, yet personal and difficult to misinterpret.

d. **Informed Waiting.** People generally don't mind waiting for something important, unless they feel forgotten.

e. **Apologies for Waiting.** A courtesy which lets the individual know they are important.

3. I know the personnel of the DENTAC are providing outstanding service to our patients. Rudeness or insensitive actions have no place in a health care facility. One negative incident at the reception desk, in the operator, or over the telephone can rapidly destroy the positive recognition for which many have worked so hard.

4. Our patient's perceptions of their care ultimately constitute the reputation of our organization. I expect your full support in providing the very best environment possible. All DENTAC personnel must immediately get supervisors involved in any incidents dealing with unhappy or dissatisfied patients.

5. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All OICs

SUBJECT: Commander's Policy Letter - Permissive Temporary Duty (PTDY)

1. The following policy concerning PTDY for officers will be implemented.

a. Maximum of five (5) days of PTDY per fiscal year is authorized subject to the approval of the DENTAC Commander and will be based upon meeting our mission of the dental readiness of the Fort Carson soldiers. The use of PTDY may be for any of the following reasons:

(1) Attendance at scientific, professional, or technical meetings that have a direct relationship to the officer's profession. The soldier's attendance must be beneficial to the Army and the soldier.

(2) Attendance at certain instructional courses. The course must be required to maintain state license, certification, registration, or for continuing education requirements to maintain currency in their profession.

(3) Participation in civilian education programs sanctioned by HQDA.

(4) Participation in other official or semi-official programs of the Army, for which TDY is not appropriate, that will enhance the soldier's value to the service.

b. Other requests for PTDY for other purposes as outlined in AR 630-5, Chapter 12-4, will be considered on a case by case basis. Examples are:

(1) Permissive TDY which may be authorized for the purpose of house hunting incident to a PCS move.

(2) Accompany a dependent patient to a designated medical facility as a non-medical attendant.

2. Please inform all your officers of the above policy.

3. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Personnel Moonlighting in Ionizing Radiation Areas

1. References.

a. AR 40-14.

b. HSC Regulation 600-3, 5 Dec 90, Off-Duty Employment

2. This policy applies to civilian and military personnel moonlighting in an ionizing radiation area which requires them to wear a personal monitoring device, thermoluminescent dosimeter (TLD).

a. Personnel exposed to ionizing radiation at other installations must wear a personal monitoring device issued for that specific purpose by the Radiation Protection Officer (RPO) at that facility.

b. Any person governed by this policy who is exposed to ionizing radiation at an activity outside the jurisdiction of the Fort Carson Dental Activity must ensure that:

(1) The RPO for Evans/DENTAC is informed in writing.

(2) Ensure that a copy of the required exposure information on DD Form 1952 is furnished to the RPO at both facilities.

(3) Ensure that on a quarterly basis the RPO, Evans/DENTAC receives your Radiation Work Permit (RWP). This will inform the RPO of the amount of radiation you have received while working at that facility.

c. The RPO, Evans/DENTAC is responsible for reviewing all ionizing radiation exposures and providing necessary counseling.

3. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Physical Fitness for  
Service Schools

1. It is the responsibility of all personnel selected for attendance at any of the service schools to be physically fit and to meet the Army weight standards.
2. Effective immediately, all selectees will receive a diagnostic APFT, administered one (1) month prior to the reporting date for school. The test will be done even though the soldier successfully passed the last record APFT.
3. Selectees will also "weigh-in" at the DENTAC Headquarters one (1) month prior to reporting to any service school, and again, three (3) days prior to departing for school. Individuals within five (5) pounds of their maximum authorized weight will be taped to ensure they will tape within standards.
4. These two (2) procedures will be administered by the Company Commander and records will be maintained until successful completion of the service school.
5. The POC for this action is the undersigned, ext. 6-2006.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All OICs, NCOICs, U.S. Army Dental Activity, Fort Carson

SUBJECT: Commander's Policy Letter - Policy Regarding Reporting of Incidents and Other Sensitive Matters to Higher Headquarters

1. There have been various matters which have gone unreported from the clinics to DENTAC Headquarters. Report immediately to DENTAC Headquarters the occurrence of the following incidents in the command:

a. Report of any beneficiary death while either undergoing treatment or while in our treatment facilities.

b. Bomb threats to any DENTAC facility. The appropriate forms are to be used and the Military Police are to be summoned.

c. Any criminal charges against a member of the command other than minor traffic violations. All military police citations will be reported to Headquarters, DENTAC.

d. Any case of aggravated assault which results in injuries to a member of this Command.

e. Any sex offenses, such as rape.

f. Any loss or theft of government property.

g. Any attempted suicide or indications that a member of this DENTAC is contemplating suicide.

h. Any accident involving damage to military equipment regardless of injury of personnel.

i. Any injuries or hospitalization of personnel, or failure to report at a person's place of duty in a proper condition for that duty.

j. Any report of unusual occurrences (DA Form 4106).

k. Serious illness or death of any family member of any personnel working for this DENTAC.

l. Any failure of equipment which may result in closure of the clinic, or a portion thereof.

m. Any other matters which would appear to be of immediate concern to this Headquarters. If in doubt, CALL.

2. Headquarters POC for incident reporting is the Executive Officer, Senior Dental NCO, or Commander.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding



## MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter -- Post Closures Due to Inclement Weather

1. On occasion, the Ft. Carson installation alters its hours of operation based on the weather. At times, this means delayed reporting, early release or closure for an entire day.
2. The decision to alter these hours, or to close the post entirely, rests solely with the Garrison Commander. The Ft. Carson Operations Center communicates the Garrison Commander's decision to all Major Subordinate Commands, including the DENTAC. DENTAC Headquarters will carry this message to all dental clinics.
3. During delayed reporting or early dismissal conditions, the Garrison Commander may state that only key and essential personnel are required to be on duty. In most cases, this means that clinics will be open for care, but not fully staffed. In delayed reporting situations, it will be common to have clinics operated by a skeleton staff of military personnel. During very severe weather conditions, only the CQ and DOD are required to be on duty. If transportation will present a problem for either the CQ or DOD, then they will make arrangements to stay in the hospital.
4. Delayed reporting is widely publicized by local radio and television stations. All DENTAC personnel are to abide by these times. The delayed reporting time is meant to be a "no later than" time rather than the start of the official workday. The intent is to give individuals time to shovel walks and driveways, and take the time for a cautious drive to post.
5. For civilian personnel, the official workday begins at the announced reporting time. If civilians do not report for work by the announced time, then leave will be charged between the announced time and their actual reporting time. If the employee decides to use leave and stay at home for the day, then leave is charged for the entire day, not just for the hours remaining after the delayed reporting time. Civilian personnel regulations determine how leave will be charged. DENTAC personnel do not have the authority to alter these leave regulations.
6. Once the Garrison Commander determines an early dismissal time, the Ft. Carson Operations Center makes a conference call to all major subordinate commands, including the DENTAC. DENTAC headquarters will then contact the clinics and inform them of the decision.
7. The intent of delayed reporting and early dismissal is the safety of our soldiers and employees. Use your best judgment and be careful.
8. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Pregnant Radiation Workers Utilization

1. References:

a. The National Council on Radiation Protection and Measurements Report No. 53, 1 June 1986: Radiation Dose Limits for Embryo and Fetus in Occupationally Exposed Women.

b. U.S. Nuclear Regulatory Commission Regulatory Guide 8.3, December 1987: Instructions Concerning Prenatal Radiation Exposure.

2. This policy pertains to the utilization of pregnant ionizing radiation workers. The following will be adhered to and actively enforced:

a. Pregnant ionizing radiation workers may continue to work in their specialties, providing their occupational radiation exposure is maintained below 0.500 REM during the entire gestation period.

b. Since 0.5 REM is far lower than the radiation dose generally permitted for adults, pregnant radiation workers may want to take special action to avoid receiving higher exposure while performing duties to reduce possible risks associated with ionizing radiation.

c. Supervisors will ensure pregnant radiation workers report to both the Health Physics and Occupational Health Sections, Preventive Medicine Service, to be enrolled in the applicable medical surveillance program.

d. The Radiation Protection Officer is responsible for reviewing pregnant radiation workers' exposure history and providing counseling concerning occupational radiation exposure.

3. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MCBE  
2000

6 July

MEMORANDUM FOR All Members of the Fort Carson Dental Activity (DENTAC)

SUBJECT: Commander's Policy Letter - Prevention of Alcohol and Illicit Drug Related Incidents

1. Alcohol and illicit drug related incidents are preventable, requiring a dedicated, concerted effort on the part of every soldier, civilian, and family member at all times. The rules concerning alcohol and illicit drug related incidents are as clear as any other rules we live under. Full compliance with these rules is expected.

2. DENTAC guidelines include:

a. Chain of command involvement in the awareness strategy of the unit remains of paramount importance. This strategy includes discussing the seriousness of alcohol and illicit drug related incidents during new soldier briefings, command information periods, and long weekend/holiday safety briefings.

b. Alcohol consumption concerns must be a routine part of every planned unit activity, regardless of the number in attendance, grade structure of attendees or traveled distance.

c. A designated driver procedure remains in effect for every single or married soldier in the unit. All supervisors will discuss this frequently. DON'T DRINK AND DRIVE.

d. Unit sponsored functions are planned with an ending time which permits attendees to travel home during daylight hours, whenever possible. Evening activities are planned to end early with minimum driving distances to homes and military quarters.

e. The DENTAC ADAPCP NCO will periodically arrange classes throughout the year concerning alcohol use and the detrimental effects of alcohol consumption.

f. All members of the chain of command to ensure effective prevention must conduct a continuous, aggressive program of awareness. The well being of every soldier, civilian, and family member remains the final goal of this prevention plan.

3. An aggressive and periodic urinalysis program will be conducted by the DENTAC under supervision of the ADAPCP on all soldiers within this unit. The focus of this urinalysis program is on prevention.

4. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Registration and Voting - Excused Absences

1. References:

- a. FPM 630-22
- b. FPM 630-24
- c. USAADACENFB Regulation 690-26

2. Fort Carson Command Policy provides for the early release of employees for a reasonable time to vote or register in elections or on referendums within our community.

3. Sound judgment and employee cooperation is required to assist in ensuring our patient care mission. Normally, voter registration and/or voting may be accomplished during non-duty hours.

4. If the polls are not open at least three (3) hours before or after an employee's regularly scheduled tour of duty, the employee may be granted an amount of excused absence which will permit the employee to report for work three (3) hours after the polls open or to leave three (3) hours before the polls close, whichever results in the lesser amount of time off from duty. Employees desiring to vote and requiring an excused absence will notify their supervisors and obtain permission in advance so that schedules may be adjusted and adequate section coverage provided.

5. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Safety, Accident and Fire Prevention

1. The safety and health of all staff, patients, and visitors of the U.S. Army Dental Activity (DENTAC), Fort Carson, Colorado are of the utmost importance to me as Commander and will continue to be top priority in the accomplishment of our mission. It shall be the policy of this dental activity to provide a safe and healthy work place for all personnel through implementation of the established local safety and fire prevention directive.

Any conflict between Army regulations and Occupational Health and Safety Administration (OSHA) requirements will be resolved in favor of the directive providing the highest degree of protection of our personnel and property.

2. Every effort is needed to reduce/eliminate our Workmen's Compensation claims. The President of the United States has set a goal of at least two percent fewer accidents each year over the next several years. Your help is needed in meeting or exceeding that goal.

3. Off-duty safety, as well as on-duty safety, is very important. Mission accomplishment is affected when our personnel are unable to perform assigned tasks due to carelessness, inattention, or disregard for known safety practices. Safety awareness must be instilled in each of us as part of our every day life.

4. Accidents reflect unfavorably on this command and indicate a breakdown of the overall accident prevention effort. Every mishap, regardless of severity, is to be investigated and necessary steps taken to eliminate the causes.

5. By working together, we can eliminate accidents and the potential for fire. LET'S BE SAFETY CONSCIOUS!

6. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC EMPLOYEES

SUBJECT: Commander's Policy Letter - Sexual Harassment

1. PURPOSE. To define sexual harassment and to emphasize the importance of establishing an environment free of sexual discrimination.

2. APPLICABILITY. This policy applies to soldiers and their family members, civilian employees, and contract personnel assigned to or employed by U.S. Army Dental Activity, Fort Carson.

3. BACKGROUND.

a. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment occurs when:

(1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or

(2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that persons, or

(3) such conduct interferes with an individual's performance or creates a intimidating, hostile, or offensive environment.

b. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

4. POLICY.

a. Sexual harassment is a violation of professional ethics and integrity and will not be tolerated.

MCBE

SUBJECT: Commander's Policy Letter - Sexual Harassment

b. Every leader, manager, and supervisor is responsible to set the example concerning equal opportunity and will act expeditiously and appropriately when allegations arise. In addition, leaders, managers, and supervisors are tasked to ensure their subordinate leadership and employees are provided adequate training IAW AR 600-20 and Fort Carson Regulation 350-1 to prevent equal opportunity violations.

c. All III Corps installations operate a Hotline to provide procedural information to callers for the filing of sexual harassment complaints. At Fort Carson, the Equal Opportunity "Fairness Awareness Hotlines" will be used for this purpose.

d. Soldiers, their family members, and civilian employees who feel they have been sexually harassed are strongly encouraged to use the chain of command first, or the Inspector General, the Staff Judge Advocate, the Equal Employment Opportunity Office, or the Equal Opportunity Office, for redress of complaints or grievances.

e. Intimidation, harassment, or retaliation against those exercising their lawful rights to address their concerns will not be tolerated.

5. SUPERSESSION. N/A

6. EXPIRATION. This Command Policy Memorandum expires 6 July 2001 unless superseded or rescinded sooner.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE  
2000

6 July

MEMORANDUM FOR ALL Assigned Personnel

SUBJECT: Commander's Policy Letter - Sponsorship

1. Reference AR 600-8-8.
2. Sponsorship of incoming soldiers and family members is vital to mission accomplishment, morale, and unit esprit. Effective sponsorship lessens the stress and inconvenience soldiers and families experience during PCS. Those who are properly welcomed and cared for on arrival are more likely to become productive members of their units quickly.
3. Every inbound soldier will have a sponsor of equal or greater rank. Married soldiers will be appointed as sponsors for those soldiers with accompanying families. When a soldier's arrival is known sufficiently in advance, the unit commander will send a welcome letter and indicate that a sponsor has been assigned and the sponsor will contact the individual. The sponsor will immediately contact the inbound soldier verbally and/or in writing and provide, at a minimum, information about the community, housing, medical facilities, schools, and the unit. The sponsor will make necessary arrangements in advance to greet the soldier upon arrival to Fort Carson, settle the soldier and family into the area, and accompany the soldier during inprocessing to the post and unit.
4. Soldiers who arrive unexpectedly will have a sponsor assigned immediately. Upon notification that an unexpectedly arriving soldier has completed inprocessing, the assigned sponsor will meet/greet the soldier at the DENTAC headquarters and escort him/her to the clinic. The sponsor will ensure that the soldier is introduced to the Senior Dental NCO, or in his/her absence, to a member of the chain of command. The soldier will then be expeditiously inprocessed into the unit and be allowed sufficient time to settle their family.
5. The sponsor will show the soldier around the unit and the community and will offer assistance, as needed, to help settle the soldier and family. Sponsorship does not end on the first day of arrival. It continues until the new soldier and family is comfortable with the community and the unit and have the necessities (automobile, housing, household goods, etc.) to lead a routine life.
6. The POC for this action is the undersigned, 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding



MCBE

11 September 2000

MEMORANDUM FOR Civilian DENTAC Personnel  
DENTAC Supervisors, Managers

SUBJECT: U.S. Army Medical Command Equal Employment Opportunity Pre-complaint Resolution Program (MEPRP) Policy

1. The procedure for processing complaints of discrimination is time consuming, labor intensive and very costly. In addition to the monetary expense in processing complaints of discrimination, there is the cost in terms of numbers of personnel required to administer the process, to support the activity's position during investigations, and loss of productivity in the work place. Additionally, the potential for cases settled in court for high sums of money could be a drain on any organization's limited resources.
2. In an effort to alleviate some of the above problems, and **effective 1 October 1999**, the Fort Carson Equal Employment Opportunity Office will be implementing a pre-complaint resolution program. This procedure involves mediation as an alternative to the present complaint process. During the informal phase of an EEO complaint, some individuals will be afforded the opportunity to utilize this process. The MEPRP is voluntary for all aggrieved individuals offered this alternative. If mediation is unsuccessful, the complaint will be processed IAW AR 690-600 (the informal fact finding procedure) by an EEO Counselor.
3. Our goal is to provide low cost, high quality mediation services to the civilian work force in our serviced activities. In MEPRP, all parties have an opportunity to explore the underlying issues causing problems, improve communication and build better relationships through reaching mutually agreeable resolutions to issues that have resulted in conflict.
4. I encourage all those offered this service to take full advantage of it. I also appreciate everyone's efforts to ensure that DENTAC is a great place to work and truly a community of excellence.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR All DENTAC Personnel

SUBJECT: Commander's Policy Letter - Unauthorized Commitments

1. Employees and soldiers of the DENTAC are not authorized to order supplies, equipment or services unless specifically appointed on orders to do so. It is a violation of law for unauthorized individuals to obligate the U.S. Government for payment of items or services.
2. Each clinic chief must implement internal controls sufficient to prevent intentional or accidental unauthorized commitments within their organization. The types and levels of controls implemented should consider that unauthorized commitments are violations of federal statute, acquisition regulation, and standards of conduct.
3. Any individual incurring an unauthorized obligation, along with their immediate supervisor and clinic chief, will personally brief me on their actions. I will determine if any administrative or disciplinary action is warranted.
4. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

MCBE

6 July 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: Commander's Policy Letter - Unit Smoking Policy

1. Since 4 March 1995 smoking within DENTAC facilities has been prohibited.
2. Those individuals who wish to smoke on their break time, may do so, outside the DENTAC facility. Smoking is prohibited within open doorways of clinics or within 50 feet of patient entrances.
3. A review of the building design and ventilation systems of one of the large clinics, shows that nearly all rooms have return air openings, including conference/lounge areas of the clinics. Recirculation of air redistributes smoke filled air to other parts of the clinic. Based on these findings, the only alternative for smokers is to light up outside the building. This will ensure we comply with the guidance from HSC, "Smoking in Dental Clinics" dated 10 July 1991, Fort Carson Command Policy Memorandum #3-92 dated 11 September 1992 and information supplied by DEH dated 17 June 1992. This will ensure a health environment for all DENTAC personnel and our patients.
4. Smoking cessation programs are available to soldiers, retirees, family members, and DA civilians desiring to quit smoking. Information may be obtained by calling the Health Promotion Center, Ext. 6-2140 or Alcohol and Drug Control Office (ADCO), Ext. 2862.
5. This DENTAC policy supersedes any previous existing policies.
6. The POC for this action is the undersigned, ext. 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

CF:  
Union Representative

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter - USA DENTAC Reenlistment Educational Incentive Program

1. **Purpose:** This retention incentive is designed to maximize retention of high quality soldiers in the U.S. Army. This program will enable eligible enlisted soldiers who desire higher levels of education to reenlist for the purpose of continuing their education. This program will afford soldiers a unique opportunity to further their education goals and enhance professional development while continuing military service
2. **Program:** The Reenlistment Educational Incentive Program is available to all Initial Term and Mid-Career soldiers with less than 10 years of active federal service that reenlist for the Current Station Stabilization Reenlistment Option (Table E-2, AR 601-280) for a minimum of three years with a 12 month stabilization. Soldiers reenlisting for two years will have the opportunity to take one college course during duty hours. **As an exception soldiers reenlisting under Regular Army (Table E-1, AR 601-280) that are not authorized to reenlist for E-2 (soldiers having more than 10 years active federal service at the day of reenlistment) may submit a request and will be evaluated on a case by case bases.** Soldiers who elect this incentive will be authorized to attend college on a part-time basis for one semester. This option must be fulfilled within one year of the reenlistment for soldiers reenlisting for three years and within six months for soldiers reenlisting for two years. Soldiers will be allowed to attend college for half a day Monday through Friday to be coordinated with their duty section. Soldiers will be in an off duty status while attending classes and therefore tuition assistance may be authorized. Other education entitlements may be used, and should be discussed with an education counselor. All costs associated with schooling will be the responsibility of the soldier. Participation in this program is not a condition of, or included in, a soldier's reenlistment contract. The company commander will approve this incentive once a satisfactory education plan is submitted and approved. Soldiers will be terminated from the program only under actual contingency deployment conditions. Soldiers terminated from the program because of contingency conditions will be allowed to re-enroll to complete their course of studies when military operations permit. Class attendance of less than 75 percent is considered unsatisfactory. Additionally, class average of less than "C" or a grade point average of less than 2.0 is considered unsatisfactory academic performance. Soldiers in the program will be released from all unit detail requirements and nonessential missions that interfere with attending classes.

While the program is designed to facilitate our soldiers'  
MCBE

SUBJECT: Commander's Policy Letter - USA DENTAC Reenlistment  
Educational Incentive Program

civilian schooling, their principle place of duty remains their  
units.

**3. Procedures:** Eligible soldiers will meet with an Education Counselor for Counseling and establishment of an education program tailored to their specific needs. Once they have established the program and dates of participation in the school, the soldier with the assistance of the education counselor will fill out the Education Incentive Request and Incentive Plan (Enclosures 1 and 2) and submit them through the chain of command to the company commander for approval. This must be accomplished prior to the reenlistment in order to avoid any misunderstandings.

**4. Responsibilities:**

a. The soldier is responsible for obtaining the company commander's approval and subsequently enrolling in the agreed upon schedule of classes. Should the soldier fail to comply with these responsibilities, the company commander is not obligated to fulfill the education incentive. Participating soldiers will keep their supervisor informed regarding their progress by providing a mid-term Attendance and Progress Report completed by their instructor for each class attended.

b. Supervisors will review the request and recommend approval or disapproval. They will schedule soldiers for military duty as appropriate. They will counsel their soldiers regarding their unit requirements prior to enrollment.

c. Company commanders will establish the part-time limits of participation by ensuring that the soldier is off-duty during the period of schooling. Commanders will only terminate soldiers from the program for unsatisfactory class attendance, unsatisfactory academic performance, failure to meet height and weight standards, APFT failure, breaches of military discipline, or actual contingency operations.

**5. Point of Contact:** Questions concerning this incentive should be directed to the USA MEDDAC Career Counselor at 526-6356 or email at Victor. Luna@amedd.army.mil/.

3 Enclosures  
DISTRIBUTION:  
A

MICHAEL J. McGOWAN  
COL, DC  
Commanding

MCBE

MEMORANDUM FOR Commander, USA DENTAC, Fort Carson, CO 80913-4314

SUBJECT: Request for the USA DENTAC Reenlistment Educational Incentive Program

1. I, (Full Name)\_\_\_\_\_, (SSN) \_\_\_\_\_, request reenlistment during the month of \_\_\_\_\_ under the provisions of Table E-2, AR 601-280, Current Station Stabilization Reenlistment Option, and participation in the USA MEDDAC Reenlistment Educational Incentive Program.

2. My educational goals are to:  
\_\_\_\_\_  
\_\_\_\_\_

3. My plan for school attendance is enclosed. My proposed class schedule is as follows:

COURSE	CREDITS	DATES	TIME
_____			
_____			
_____			
_____			

4. I understand that any costs associated with school attendance are my responsibility and certify that I have the necessary funds to defray all education expenses associated with this agreement. Unsatisfactory class attendance, unsatisfactory academic performance, failure to meet height/weight standards, APFT failure, or breaches of military discipline will result in termination of school attendance. I further understand that in the event I am required to terminate my studies and return to the unit regardless of the reason, neither the Department of the Army nor any other government agency will be responsible or accountable for any loss of personal funds or education entitlements resulting from that action. I understand that I must complete this option within one year of my reenlistment date. I have read United States Army Medical Activity, Fort Carson, CO, Reenlistment Educational Incentive Program, and understand the program and its details.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
SSN) \_\_\_\_\_ (Rank,

Enclosure 1 \_\_\_\_\_ (Unit)

### USA DENTAC REENLISTMENT EDUCATIONAL INCENTIVE PLAN

Name \_\_\_\_\_

SSN \_\_\_\_\_

Rank \_\_\_\_\_

Unit \_\_\_\_\_

#### Academic Plan

	Dates	Course	Hours	Credits
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

I certify the education plan is consistent with the educational goals of the person named above and constitute no more than one semester of school.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

Enclosure 2 \_\_\_\_\_

(Title)

MCBE

MEMORANDUM FOR Commander, USA DENTAC, Ft Carson, CO 890913-4314

SUBJECT: Statement of Acknowledgement

1. I, \_\_\_\_\_, acknowledge that I have read and understand the USA MEDDAC Reenlistment Educational Incentive Program. I have coordinated with my duty section and have established my work hours Monday through Friday from \_\_\_\_\_ (hrs) to \_\_\_\_\_ (hrs). I understand that I will be allowed to attend college for half a day Monday through Friday from \_\_\_\_\_ (hrs) to \_\_\_\_\_ (hrs) for one semester (or equivalent). I am projected to start my college semester on \_\_\_\_\_ and ending on \_\_\_\_\_. I will keep my supervisor informed of my progress by providing a mid-term grade and attendance report signed by each instructor.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Rank)

\_\_\_\_\_  
(Unit)

Immediate Supervisor: \_\_\_\_\_ Concur/ Non-concur  
Date: \_\_\_\_\_

Section / Clinic NCOIC: \_\_\_\_\_ Concur/ Non-concur  
Date: \_\_\_\_\_

Section / Clinic OIC: \_\_\_\_\_ Concur/ Non-concur  
Date: \_\_\_\_\_

Senior Clinical NCO: \_\_\_\_\_ Concur/ Non-concur  
Date: \_\_\_\_\_

Company 1SG: \_\_\_\_\_ Concur/ Non-concur  
Date: \_\_\_\_\_

Company Commander: \_\_\_\_\_ Concur/Non-concur  
Date: \_\_\_\_\_



Enclosure 3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MCBE

6 July 2000

MEMORANDUM FOR ALL MILITARY PERSONNEL

SUBJECT: Commander's Policy Letter - Weight Control Policy

1. Purpose: The purpose of this memorandum is to provide policy and guidance to DENTAC personnel on the processing of soldiers who are overweight as defined in AR 600-9.

2. Procedures: The Company Commander or his/her designated representative will weigh Officers, NCOs and Enlisted Soldiers reporting to the DENTAC within 30 days of arrival. Soldiers exceeding the screening table weight will be taped to determine body fat composition IAW AR 600-9. Those failing to meet standards will be referred to the Company Commander for further processing.

3. Weight Control Program: All personnel are responsible for meeting the height/weight standards established in AR 600-9 and maintaining a proper military appearance. The Commander is responsible for the fitness of this command and will monitor compliance with AR 600-9.

a. As a minimum all DENTAC personnel will be required to weigh in during or prior to the semi-annual Army Physical Fitness Test (APFT). The Commander may direct a weight/body fat determination any time an individual's appearance suggested non-compliance with AR 600-9.

b. Personnel who fail to meet body fat standards prescribed by AR 600-9 will be entered into a Weight Control Program and the following actions will be taken:

1) The individual will be directed to see a Medical Officer to be evaluated for a possible medical condition that would prevent weight loss. If a medical condition does exist, he/she will receive the appropriate medical treatment.

2) The individual will be directed to nutrition counseling and education.

MCBE

SUBJECT: Commander's Policy Letter - Weight Control Policy

3) The individual will be counseled in writing that he/she has been entered into the Weight Control Program.

4) The individual will be counseled monthly on his/her progress within the program.

5) The individual will be directed to attend a Physical Fitness Training Program as required by the Commander.

6) Once enrolled in the Weight Control Program, soldiers must make satisfactory progress (3-8 pounds weight loss per month) until the body fat standards are met. Once the soldier meets the body fat standards and is released from the program, the soldier must understand they cannot exceed the body fat standards within 12 months of release from the program. Personnel in this category will be monitored to ensure their continued progress and will be subject to weigh-ins at the Commander's discretion.

7) The individual will be flagged under the provisions of AR 600-8-2.

c. Individuals who fail to make progress in the program, without an underlying medical condition, will be considered for separation from the service and will be notified in writing.

d. Personnel enrolled in the Weight Control Program will not be considered for military/civilian schooling, re-enlistment/extension, or eligible for promotion.

e. The policy supersedes all others.

4. The POC for this action is the undersigned, extension 6-2006/2877.

MICHAEL J. MCGOWAN  
COL, DC  
Commanding

